



ISIS HR Quick Tips

January 16, 2009

No. 32

New Action Reason for Layoff in ISIS HR

*What action reason should I use when separating a
probational employee because of a layoff?*

The Office of Information Systems (OIS) has created a new action reason for layoff situations. The new action reason “Layoff-Probation” should be used when separating probational employees during a layoff. This reason should be used instead of “Separation from Probation” which may imply some fault on the part of the employee. The action reason “Layoff” has been revised to read “Layoff-Permanent” which should be used when a permanent employee is separated due to layoff.

For specific information regarding layoffs, contact your [Civil Service Assistance Coordinator](#) via e-mail or at 225-342-8274.

Questions? Call the HRIS Program Consultant at (225) 219-9439